

# PERSONNEL SELECTION CONSULTANT I



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

## DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** **February 18, 2014**- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date **will not** be accepted for any reason.

### WHO MAY APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

### HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at [www.jobs.ca.gov](http://www.jobs.ca.gov). Applications must be mailed to or filed in person with:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 7th Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that Qualifications Appraisal Interviews will be held in February/March 2014

### SALARY RANGE

**\$4837 – \$6010** per month

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

**MINIMUM  
QUALIFICATIONS****Either I**

**Experience:** One year of experience performing the duties of a Test Validation and Development Specialist II in the California state service. (Applicants who have completed six months of the experience requirement as specified above, will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of increasingly responsible experience in the development and evaluation of measures of human abilities or human performance and statistical analysis of data. (A master's degree in a behavioral science or statistics may be substituted for one year of the experience requirement; a doctoral degree in a behavioral science or statistics may be substituted for two years of the experience requirement.) (Experience in California state service applied toward this requirement must include at least one year of experience in a class comparable in level of responsibility to that of a Test Validation and Development Specialist II.)

**AND**

**Education:** Equivalent to graduation from college, including or supplemented by courses in statistics and either test and measurements or research methods. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF TERMS**

The words "**experience in a class comparable in level...**" means the applicant must have State service experience of appropriate **type** and **length** in a class at the same level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

**POSITION  
DESCRIPTION**

This is the working supervisor level. Supervisory positions at this level typically supervise a small group of analysts or Test Validation and Development Specialists performing journeyman level work and personally perform the most difficult or sensitive work. Nonsupervisory positions in this class are typically responsible for multiphase projects of a difficult and sensitive nature that may affect substantial numbers of personnel involving more than one department or agency.

**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview (QAP). In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. Competitors who do not appear for the QAP will be disqualified.

**QUALIFICATIONS APPRAISAL INTERVIEW ---- WEIGHTED 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Job analysis methodology in testing within the State of California.
2. Psychological principles, concepts, and theory as they relate to personnel testing.
3. Statistics as applied to test development and psychometrics.
4. Factors that impact proper methodologies involved in testing.
5. Validation as applied to the development of tests and measurement tools.
6. Adverse impact as it relates to testing.
7. State and departmental equal employment opportunity policies.

EXAMINATION  
INFORMATION  
(CONT.)

- Ability to:
- 8. Apply research principles and methods to research problems in personnel selection.
  - 9. Apply professional knowledge in resolving complex selection problems.
  - 10. Teach research principles and methods to other staff members.
  - 11. Conduct complex test validation projects.
  - 12. Speak and write effectively.
  - 13. Provide training and information to a wide variety of audiences and stakeholders.
  - 14. Effectively carry out State and departmental equal employment opportunity policies.

SPECIAL PERSONAL  
REQUIREMENTS

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Willingness to travel long distances by car or airline; work extended hours on weekends.

SPECIAL PHYSICAL  
CHARACTERISTICS

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Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; and weight proportionate to height.

VETERANS  
PREFERENCE/  
CAREER CREDITS

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Because this is a promotional exam, Veterans' Preference Credits or Career Credits will not be granted.

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)) California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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